

**BYLAWS
FOR THE
SOUTH BEAVERTON NEIGHBORHOOD ASSOCIATION COMMITTEE**

Adopted January, 1987

Revised May 11, 2000

Revised February 16, 2006

Article I: Name, Location, and Boundaries

- Section 1: Name. The name of the organization shall be the "South Beaverton Neighborhood Association Committee" hereinafter referred to as SBNAC.
- Section 2: Location. The registered office of the SBNAC shall be located at an address within the boundaries of the area known as the SBNAC as defined in Article 1, Section 3 of the Bylaws, decided upon by the board.
- Section 3: Boundaries. The boundaries are those adopted by Council resolution as described and set forth on attachment A (map). The boundaries of the NAC may be changed by a majority vote of the board members subject to review and approval by the City Council. A map denoting the proposed new boundaries must be filed with the mayor or mayor's designee within 10 days of its adoption to be submitted to the Beaverton City Council for approval.

Article II: Purpose

The primary purpose of the SBNAC is to educate South Beaverton citizens about issues affecting the livability and quality of South Beaverton through meetings, newsletters and other activities (1) that provide South Beaverton citizens with information concerning formulation and execution of plans by various entities (governmental, social, and private); and (2) that provide a means for input of the needs, desires and as of community members to various entities. The educational activities of the South Beaverton NAC will be in regard to the following goals:

- A. To secure adequate housing, community facilities, and other related facilities, services and conditions, economic and otherwise, that are conducive to the general welfare of the community.
- B. To create avenues of communication between the members of the SBNAC and the public and private entities serving the area.
- C. To bring about maximum exposure of ideas and plans that are formulated for the South Beaverton area, such as development proposals, and to provide opportunities for the members to influence them.
- D. To inform the residents, businesses, and organizations in South Beaverton of the objective and programs of the association and to encourage participation in SBNAC efforts and activities.
- E. To encourage, preserve, and enhance the aesthetic and cultural values and diversity of the neighborhood.
- F. To encourage and assist groups and organizations within South Beaverton that strives to improve the general welfare of the community.

Article III: General Membership

- Section 1: Policies. The general policies and philosophy of the SBNAC shall be determined by the general membership.
- Section 2: Members. Any interested person may attend meetings of the SBNAC. At general and special meetings voting shall be restricted to members.
- A. Members are those persons who live within the SBNAC boundaries that are over 18 years of age who live, own property, have a principal place of business, represent a nonprofit organization or are a high school student government representative appointed by his/her high school to serve as a board member. (As defined in Article I, Section 3).

- B. One representative in each business and non-profit organization and each other voting member in attendance shall be allowed one (1) vote and each voting member in attendance may cast one ballot on each issue presented for adoption.
- C. The majority vote shall rule in all ballots unless a greater proportion is required by statute or these bylaws.
- D. No member of the SBNAC may make a representation or act on behalf of the SBNAC on any matters except as authorized by the SBNAC within the guidelines of these bylaws.

Section 3: Dues, Funding. Membership or participation shall be not conditioned in any way upon the requirements of the payment of dues or fees. However, the association may accumulate sources of income to carry out its purposes through other means, including voluntary contributions, projects, grants, contracts and subscription to newsletters, and fundraising activities.

Section 4: Nondiscrimination. Membership shall not be limited by race, creed, color, sex, national origin or income or other status protected by federal, state, or local government.

Section 5: Quorum. A majority of the board shall constitute a quorum at any SBNAC general or special meeting.

Section 6: General Association Meetings. General association meetings are meetings of the members of SBNAC and shall be held at least once a year at the same time as the annual meeting. The time and place of other general association meetings shall be set by the board. A general membership meeting shall be held on any matter on which the CBNAC acts in an advisory capacity to the City Council or to the Planning Commission or other advisory body to the City Council, including but not limited to action by the CBNAC on a pending application to the City for a land use permit or land use decision. All meetings on an advisory matter to the City Council shall adhere to Oregon Public Meeting and Record Laws.

Section 7: Annual Meeting. The annual meeting of the SBNAC shall beheld in October unless otherwise determined by the board by two thirds of the votes cast. The annual election of the board, a report by the chairperson on the activities of the SBNAC for the previous year, and a report by the treasurer on the financial state of the SBNAC shall occur at this meeting.

Article IV: Board Membership, Officers

Section 1: Duties of the Board. The duties of the board shall be:

- A. To transact necessary business of the organization. The term of a board member shall be one (1) year or until the board member's successor is elected. No board member may serve more than ten (10) consecutive terms (effective October 1996). Any SBNAC voting member is eligible to sit on the board or hold office;
- B. To create standing and ad hoc committees as the need arises and approve the plans and work of these committees;
- C. To inform the SBNAC membership of the activities of the board by reporting at the general association meetings and through other means as they are available.

Section 2: Purpose. To provide a manageable organization to meet the SBNAC's goals,

Section 3: Election of Board Members, Number, and Terms. Board members shall be elected at the annual meeting from nominations from the floor. The number of board members may vary with a maximum of 20. The minimum age selection to the board shall be 18 except for one high school

student government representative who lives within the boundaries of the SBNAC and who has been appointed by his/her school to serve as a board member. The term of office for a board member shall be one year. Membership on the board shall be no more than 25% non-residents. A current list of the names and addresses of all board members shall be kept on file with the Mayor or designate.

Section 4: Removal, Vacancies. A board member may be removed for missing three consecutive meetings without cause by a vote of the majority of the board members present. Vacancies on the board and newly created committee positions will be filled by a majority vote of the board.

Section 5: Officers. The board shall elect a chairperson, vice-chairperson, a treasurer and a recorder. The chairperson, vice-chairperson, treasurer, and recorder shall be elected to serve a one-year term or until the officer's successor is elected at its first meeting after the annual meeting. Any officer may be re-elected to the same office for three (3) consecutive years. The board may elect or appoint other officers or agents, as it shall deem necessary and desirable. They shall hold their offices for such terms limited to that of the appointing board and have such authority and perform such duties as shall be determined by the board.

Section 6: Duties of Officers. The duties of the officers shall be as follows:

- A. The chairperson shall conduct all board meetings, provide an agenda for each meeting based on recommendations from the board, and shall see that all resolutions of the board are carried into effect;
- B. The vice-chairman shall perform the chairperson's duties whenever the chairperson is unable;
- C. The recorder shall have overall responsibility for providing written minutes of the proceedings of each meeting of the board, according to Oregon Public Meeting and Record laws when applicable. Those minutes shall be forwarded to the Beaverton Neighborhood Office as outlined in the City of Beaverton's NAC Leadership Handbook.
- D. The treasurer shall (1) receive all funds; (2) keep an accurate record of receipts and expenditures; and (3) pay out funds only as authorized by the board or a committee appointed by the board with authority to approve expenditures. The books of the treasurer shall be open for examination to any member of the SBNAC upon reasonable notice to the treasurer.
- E. No person shall hold more than one officer position at the same time.

Section 7: Representatives of the SBNAC. Members of South Beaverton elected to represent the SBNAC to other bodies, such as Beaverton's Committee for Citizen Involvement, shall report to the board on at least a quarterly basis. The term of all representatives shall be one year.

Section 8: Board Meetings.

- A. Regular, Special Committee Meetings. Regular meetings of the board shall be held at the time and place to be determined by the board members. Special meetings of the board may be called by the chairperson, a majority of the officers, or by a majority vote of the board members present at any regularly scheduled board meeting. Notice of such meetings shall be delivered to each board members as described by Oregon Public Meeting and Record Laws.
- B. Quorum and Majority Vote. A majority of the number of the board members in office shall constitute a quorum at any board meeting. A majority vote cast by board members shall constitute the acts of the SBNAC Board.
- C. Board Minutes. Written minutes shall be kept of all meetings shall be in accordance to Oregon Public Meeting and Record laws when the vote is on an advisory matter to the

City Council. The minutes shall also elect the minority opinion on any action taken. Copies of the minutes shall be forwarded to the mayor or mayor's designee as described in the City of Beaverton's NAC Leadership Handbook.

- D. Oregon Public Meeting Law. Oregon Public Meeting Law shall be observed when mandated by these bylaws at board and general association meetings.

Article V: Procedures

Section 1: Parliamentary Procedures. Roberts Rules of Order shall serve as the procedure for discussion.

Section 2: Advisory Votes. Any general member may request an advisory vote of the general membership in attendance at a meeting of the board on any issue before the board.

Section 3: Amendments to the Bylaws. These bylaws may be amended or repealed and new bylaws adopted, by a 2/3 majority vote of the board. Amendments become effective immediately upon adoption by the Board following review and approval of the City Attorney for conformance to the requirements of City Code.